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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 1 February 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 24 - 31 January

1. Administrative Procedures #64 ended 27 January 1956.
2. Operations Support #19 began 30 January 1956 with an enrollment of 42 students.
3. As a result of a student question regarding purchase of organizational property by field employees, it was determined the only regulation ever issued covering this subject was the obsolete OSO [redacted] dated 15 March 1951. A suggested field finance regulation is being drafted by [redacted] and will be submitted informally.

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25X1 8. Comments by [ ] in the meeting held by [ ] on Monday were discussed with the staff of this office. The suggestions will be implemented. 25X1

25X1 9. The illustrations for the Case Officers' Handbook were submitted by [ ] and are most appropriate.

25X1 10. [ ] reviewed the current DDP organization picture from materials in this office and was briefed by me on the tentative PP reorganization. [ ] selected some of the organizational lecture materials for use at [ ] 25X1 25X1

25X1 11. Possible changes in the FI projects were checked out with [ ] of the [ ] and it was learned that the old regulation is still in effect and will probably remain in effect for some time. 25X1

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 25 January 1956

FROM : Chief, Basic School

 SUBJECT: Weekly Activities Report #4  
 18 January - 25 January 1956

1. SIGNIFICANT ITEMS - None.
2. OTHER ACTIVITIES

- a. Basic Orientation

(1) [ ] completed Basic Orientation on Wednesday, 18 January and is now working as a regular staff member.

(2) [ ] spoke to the Institute of Internal Auditors on Tuesday, 24 January, on the subject of "Soviet Communism." This presentation was at the request of [ ] Office of the Comptroller, and the Director of Training.

- b. Clerical Training

(1) During the week of 17 January there were 62 people in Clerical Induction Training, as compared to 16 at the same time last year.

- c. Management Training

(1) [ ] Assistant to the AD/RR, has informed [ ] that ORR is ready to proceed with the proposed week-long Office-level Management Conference if it could be arranged for the latter part of February, preferably 27 February - 2 March. Detailed preparations will be made as soon as the availability of space at [ ] for this period or some other date acceptable to ORR can be ascertained. Twelve members of the top staff of ORR, plus one observer from each of three other DD/I components are to participate in the Conference.

(2) Basic Management #21 commenced on 23 January with maximum enrollment (twenty) of the twenty-nine who had been nominated, and one special part-time student.

(3) Basic Supervision #14 began on 23 January with nineteen first-line supervisors, GS-5 - GS-7. This is an extra presentation given to take care of the over-registration for the regularly scheduled Basic Supervision #13.

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JOB NO. [ ] BOX NO. [ ] FLD NO. [ ] DOC NO. 22 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22  
 NEXT REV DATE 09 REV DATE 12-27 REVIEWED TYPE DOC. 02  
 NO. PGS // CREATION DATE [ ] ORG COMP // OP// ORG CLASS S  
 REV CLASS C REV COORD. AUTH: HR 70-3

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(4) The Supply and Services Section/TR is arranging to build shelves in Room 2020 Alcott, for the purpose of storing Management Training materials such as reading matter, kits, and reprints. Storage of these materials, which are controlled "CIA Internal Use Only," has long been a problem.

d. Administrative Training

(1) The content of the recently completed training films was discussed with [redacted]. It was determined that these films would serve a useful purpose in Operations Support. However, further checking revealed that their use in the current running of the Operations Course at [redacted] would preclude their use in the January-February Operations Support course. The possibility of their use in future courses at Headquarters is being explored.

(2) [redacted] former Operations Support student, now with the SR Division, conferred with [redacted] on Case and Agent Records. [redacted] has been assigned the task of setting up Case and Agent files for her division and felt that the system presented in this school would very well meet the needs of SR Division.

[redacted]

e. Orientation and Briefing

(1) The CIA Introduction was conducted on 19 January with an audience of 59 CIA employees. Chief/OB/BS recommends that those who have attended the BOC should not be sent to the Introduction program. This was discussed with [redacted] a few months ago.

(2) On Tuesday, 17 January, the sixteenth CIA Review was conducted. Forty-eight attended, the largest number ever to attend one of these courses.

(3) Chief, OB, discussed with [redacted] of P&PS/TR certain ideas about a Training Bulletin which is being recommended by [redacted]. To [redacted] was given the substance of a talk made by [redacted] at a recent Dependents' Briefing.

(4) On 18 January, the Chief, OB, conducted a special "Discussion of National Intelligence Problems" for Junior Foreign Service Officers at the Department of State.

(5) A request came from the Department of State for the Chief, OB, to address another group of Mid-Careerists. This address will be given Friday, 3 February. A request has also been received for speakers for the next course at the Strategic Intelligence School, and arrangements are in progress to send these speakers.

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(6) Conversation with [ ] our liaison in the National Security Agency, reveals that the program desired by NSA has been changed from 6 and 7 February to 13 and 14 February. In subsequent discussion with [ ] of NSA, it was agreed that the Chief, OB, will go to Fort Meade on Monday, 13 February, to participate in an NSA program. [ ] felt that in the future it would be very beneficial if a definite number of slots at each Departmental Briefing could be made available to NSA. If this were done, it might not be necessary for Orientation and Briefing to participate in future NSA programs at Fort Meade or other places.

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(7) Mr. Richard Helms has agreed to present the Bon Voyage statement at the next Dependents' Briefing.

(8) [ ] from the DDCI's office, and Mr. Frank Wisner spoke at the fourth Departmental Briefing, which was conducted on 24 January. 47 persons attended, from State, Army, Navy, and Air Force.

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